



NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING: JANUARY 8, 2003

APPROVED MINUTES

To be Reviewed and Approved by the Executive Committee on January 22, 2003

Visit the Staff Senate Web Site at:
www.ndsu.nodak.edu/ndsu/staff_senate/index.htm

Full Staff Senate meetings are held the second Wednesday of each month from 9:30-10:30 a.m.
The Executive Committee meets on the fourth Wednesday of each month from 9:30-10:30 a.m.

Upcoming Staff Senate Meetings:

December 11, 2002:	9:30 – 10:30 a.m.	Prairie Rose Room, Memorial Union
January 8, 2003:	9:30 – 10:30 a.m.	Prairie Rose Room, Memorial Union
February 12, 2003:	9:30 – 10:30 a.m.	Prairie Rose Room, Memorial Union

Upcoming Executive Committee Meetings:

December 18, 2002:	9:30–10:30 a.m.	Badlands (365), Memorial Union
January 22, 2003:	9:30–10:30 a.m.	Badlands (365), Memorial Union
February 26, 2003:	9:30–10:30 a.m.	Badlands (365), Memorial Union

All broadbanded staff are encouraged to attend.



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1. **NEXT MEETING:** 9:30 A.M. Wednesday, February 12, 2003
Prairie Rose Room, Memorial Union

CALL MEETING TO ORDER AND ANNOUNCEMENTS: The meeting was called to order by Nancy Mueller.

Substitutions: Sue Big Eagle for Janet Stoa, Bill Deissler for Bruce Steele, Jill Walkinshaw for Rhonda Kitch, Kim Groszhans for Jane Lessard, K. Dex Tuttle for Kara Stack, and Wanda Prothero for Mary Bergstrom.

Program:

Candy Skauge introduced our guest speaker Cathy Anderson, who is Coordinator of Disability Services. Cathy has been at NDSU for 6 years and gave a presentation on the TTY/TDD telephone service.

Beth Fiechtner is the accommodations coordinator and Liz Gibb is the Learning Disabilities Specialist for Disability Service.

If anyone is interested in finding out more about Disability Services you can checkout their website by going to the NDSU homepage and look under Counseling and Disability Services and click on their icon.

They are here to give students a chance to be successful. Documentation has to be provided with a diagnosed disability. The disability may include a person who is blind, has a hard time walking, depression, etc.

Some of the following services are provided and intended to remove barriers for education such as: books on tape, readers, and a variety of accommodations to make it easier for disabled students.

Some departments on campus have TTY (Telecommunication for the Deaf), and TDD (Telecommunications Device for the Deaf.) There is not a big need for this service but some departments do have the phones. Cathy passed a phone around so everyone could take a look at it.

Cathy stated that a low tech way of communicating with a deaf person is by using a piece of paper.

Cathy mentioned that Disability Services does not consider a broken leg to be a permanent disability. Cathy stated NDSU as a University will help provide services for temporarily disabled students and referred us to Disability Services at 1-7671, and encouraged questions.

Nancy announced that the Parking Forum is set up for Friday, January 10, 2003 at 9:30 a.m. in the Meadowlark room in the Memorial Union.



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Letha and Nancy are working on getting Weight Watchers located on campus. They need a minimum of 25 people to commit in order to have the meetings on campus. If you know of anyone that is interested, you can contact Letha at 1-8753.

2. Review and approval of the Staff Senate Minutes from December 11, 2002:

Sharon Morgan made a motion to approve the minutes from December 11, 2002, and Linda Krogen-Brandt seconded the motion, all in favor motion carried.

3. Treasurer's Report (Gina Haugen): *Funds must be approved by the Executive Committee, contact Nancy Mueller or Gina Haugen.*

Fund 1725: \$5,742.10

Fund 3746: \$8,373.38

4. Staff Senate Committee Reports:

By Laws: (Linda Krogen-Brandt) No report.

Election: (Jane Lessard)

Candace Ulmer is a new staff senator and Darlene Kirchoffner will fill out the term for Randy Hittman.

Legislative: (Tracy Ekeren) No report.

Program: (Susan Bornsen) No report.

Public Relations: (Rhonda Kitch). No report.

Scholarship: (Valerie Larson) No report.

Staff Development/Small Grant: (Carolyn Beckerleg)

Family Fun Night - Bowling, bingo, ping pong, pool, food, pop, face painting, games and prizes are some of the ideas for fun night. The event will be on Thursday, January 9th from 5:30 – 8:30 pm. This event is for staff and their families. If you have any questions contact Carolyn at 1-8204.

The stress management exercise program that will be implemented this year will be "Exercise America." The first flyer for this program should be coming out this week.

February– A conference is planned for Wednesday, February 19th at the Ramada Plaza Suites. It will start at 10 am with Ann



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Dolence as the speaker, and she will be presenting the "Fish Philosophy."

Lunch will be served from noon – 1:00 pm and there will also be time to browse through the crafts area. We will break out at 1:00 for a session with Colette Erickson, and another break out session will begin at 2:00 pm with Patty Corwin.

People can browse the marketplace (an array of crafts, foods and other inspiring booths) from noon to 3:30 pm. The craft people will stay until 3:30 pm so people can go back and browse after the break out sessions.

5. University Senate Committees:

Campus Space & Facilities: (Mike Tracy)

Nancy stated Mike Tracy asked her to remind everyone about the Parking Forum on Friday, January 10th.

Computing and Information Technologies Planning & Goals: (James Kapaun)

ITS has set up a new filter in the email system to scan out viruses, the virus problem has definitely gone down. ITS would like to stress that MacIntosh desktop is still supported. They are retraining their helpdesk individuals so they are able to answer more questions. They feel the Open Forum went well. Every department has a representative on CITPG. One of the complaints is ITS doesn't do enough communication with the departments. If you have issues with ITS you should contact your representative with any questions you have. They can be brought up to the CITPG committee and be addressed to the Director herself, or some of the Associate Directors.

University Athletics: (Carolyn Beckerleg)

Resolution I was passed by the Student Senate and is already being enforced by the Athletic department. Resolution II is still being discussed and issues will be addressed in seminars at the NCAA annual convention in January.

The athletic department is working with Kristi Wold-McCormick to develop a policy on good academic standing not only for student-athletes but for all students. Currently, good academic standing is defined only for those in leadership roles.



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As academic requirements for D-I are more stringent than those for D-II, the athletic department plans to establish an Athletic Academic Advisory Council to ensure student-athletes maintain their academic eligibility. As such, Lynn Dorn will review a proposed model from the University of Minnesota.

Check out the new Bison web page at www.gobison.com.

Library: (Lisa Zolondek) No report.

Executive Committee: (Nancy Mueller) No report.

Wellness Committee: (Carolyn Beckerleg/Tracy Ekeren)
No report.

6. Council of State Employees (COSE) (Sharon Morgan)

The brochures for COSE have all been printed. They are for all new employees. Nancy has agreed that when NDSU has their New Employee Orientation in January she will hand out the brochures so all new employees will be able to read about COSE. COSE has a website where their newsletter is posted as well as any future events and information coming from the governor's office. They are a branch of the governor and meet quarterly. COSE tries to do volunteer things to show committee support. The clothing sales have dropped and if anyone wishes to place an order Sharon stated they are willing to bring clothing to the next meeting. The clothing is available year around.

7. Policy Coordination Committees: (Pam Hommen) No report.

8. Advisor Comments (Broc Lietz):

Broc Lietz gave an update on the change that will be taking place in the pay cycles. Nancy and Broc recently sat in on a committee meeting where they discussed the possibility of conducting Open Forums for staff.

Karin Stinar and Broc will do some finalization on options for the loan program. There is a possibility of getting a savings program started soon. They are currently doing this with faculty. They take a 9 month deduction and divide it by 12 instead of nine. They also sign an agreement saying that the institution is not a bank so the money that is put in a fund will not draw interest. This program is just an option, and people do not have to do this. The reason it is done is because there is less of an enticement to



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go and draw out the money as there might be if you had it in a bank.

Broc stated that as a group we need to decide what type of program we would be interested in and find out what would interest our colleagues. If we think it will not fly, there is no sense in doing it. What they have on the table right now is you would only have to set aside enough money for half of a month's salary that could be paid back over a twelve month period.

Broc suggested that we be proactive and save upfront instead of borrowing the money. He stated he will meet with Karin Stinar and they will put a proposal together and then meet with Dick Rayl.

Nancy Mueller stated that there is a possibility of the new pay cycle lag time happening sooner than July 4, 2004.

Broc stated UND and NDSU would be the last to be brought up because of the complexity. He also said it would not be later than July 4th but could be sooner. They have to get it done ASAP.

9. Old Business:

10. New Business:

Nancy stated she has had quite a few questions concerning the parking permits. She talked to Tim Lee and he said there has been some discussion about extending payroll deduction over six months. Nancy asked if it would be possible for the staff and faculty to ride the MAT Bus like the students. Tim stated that it might be a possibility, but is it feasible financially? The University paid about \$46,000 to MAT Bus for students to ride in 2002-2003, only a few utilize the system. A person from MAT Bus will be getting back to Nancy to discuss fees.

Staff Senate also discussed part-time employee parking fees versus full time employee fees. Nancy said she will check with Tim Lee to see if he will do another forum.

Steve Kapaun made a motion to adjourn the meeting and Sandy Erickson seconded the motion. All in favor motion carried.

Respectfully Submitted:

Barbara Welk



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